



**Jet Propulsion Laboratory**  
California Institute of Technology  
4800 Oak Grove Drive  
Pasadena, California 91109

January 23, 2003

Attention: Small Business Participant  
Subject: Invitation to the 15th Annual High-Tech Conference  
Dates: Tuesday, March 4 and Wednesday, March 5, 2003  
Meeting Place: The Westin Los Angeles Airport Hotel

JPL celebrates its 15<sup>th</sup> Anniversary High-Tech Small Business Conference for small, minority, and women-owned businesses!

Attendees can expect to: (1) interface with approximately 250 corporate, federal, state, and city government representatives to discuss potential contracting and subcontracting opportunities; (2) improve knowledge and skills to compete in the federal government and prime contractor sector; and (3) attend workshops on current trends and issues. A subsequent discussion period will follow each workshop session to allow for a greater exchange of ideas and concepts. With emphasis placed on expanding R&D opportunities for small, minority, and women-owned entrepreneurs, the conference is especially timely.

In addition to meeting large organizations during the two-day Marketplace, you will have an added opportunity to further market your company at the Mixer/Networking Reception(s).

The conference theme continues to be "Matching small businesses (including small disadvantaged businesses and women-owned businesses) with large businesses (federal government and prime contractors) at a minimum cost to each, for the purpose of discussing purchasing/procurement opportunities."

Enclosed you will find a Tentative Agenda, Tentative Workshop Topics, and a partial list of government agencies, prime contractors, and other large procuring organizations who attended in March 2002.

In response to your request for registration information, please return the enclosed Registration Form with a check or money order for **\$100 per attendee** payable to the "**Jet Propulsion Laboratory**" no later than **February 19, 2003**. For tracking purposes, please make a notation in the comment section of your check or money order stating payment is for "High-Tech 2003." **Credit card payment is available**. See the enclosed Registration Form.

For hotel accommodations, please make reservations with The Westin no later than **February 14, 2003**.

If you have any questions or concerns, please do not hesitate to call our office at (818) 354-7702, 354-7531, 354-7532, or 354-6093. Our office fax number is (818) 393-1746. I welcome your participation and look forward to seeing you.

**Sincerely,**

**Martin Ramirez**  
**Conference Coordinator**  
*[martin.m.ramirez@jpl.nasa.gov](mailto:martin.m.ramirez@jpl.nasa.gov)*  
*<http://acquisition.jpl.nasa.gov/boo/conferences.htm>*

### Registration Fee

The cost is **\$100 per attendee**. Conference registrants must return the completed Registration Form along with a check or money order in the amount stated for each participant by **February 19, 2003** payable to the **"Jet Propulsion Laboratory."** (This form may be reproduced if needed). **Credit card payment is available.** See the enclosed Registration Form.

Purchase orders are not accepted. We encourage pre-payment of the registration fee, as cash will not be accepted on site. Confirmation will be mailed upon receipt of pre-payment. To facilitate the registration process at the conference site, please bring your confirmation postcard with you.

### Hotel Accommodations

The Westin Los Angeles Airport Hotel is located at 5400 W. Century Blvd., Los Angeles, California (1.5 miles from LAX).

Registrants are responsible for making their own hotel arrangements! For reservations at the Westin call 310-216-5858 or 1-800-WESTIN1. Mention that you are registering for the "JPL High-Tech Conference." Room rates are \$99.00 single/double occupancy. Please make your reservation(s) by **February 14, 2003**, to ensure the special rate. Room rates will be \$199.00 after this date.

### Transportation

Complimentary transportation to/from the Los Angeles International Airport is available on a 24-hour basis. Courtesy phones are available at each Baggage Claim area to request transportation.

### Hotel Parking

Self-parking fees are \$5.00 per day with in and out privileges. Valet parking is available at \$16 per day or for overnight parking.

### Cancellation Policy

Refunds (100%) are made upon receipt of written cancellation prior to February 19, 2003. A 50% refund is made upon receipt of written cancellation prior to February 24, 2003. NO REFUNDS THEREAFTER; HOWEVER, YOU MAY SEND A SUBSTITUTE. (Please notify our office of any substitutions.) Registration refunds are distributed approximately 4 to 6 weeks **after** the conference has concluded.

### Tentative Agenda

<u>Monday, March 3, 2003</u>	<u>Tuesday, March 4, 2003</u>	<u>Wednesday, March 5, 2003</u>
5:30-6:30 p.m. – Registration	7:00-9:00 a.m. – Registration – Both Days	
6:30-8:00 p.m. – Reception	7:00-8:00 a.m. – Cont. Breakfast – Both Days	
	8:00-8:45 a.m. – Conference Overview – Both Days	9:00-
	11:45 a.m. – Marketplace - Both Days	
	9:00-11:45 a.m. – Workshops - Both Days	
	12:00-1:30 p.m. - Lunch - Both Days	
	1:30-4:30 p.m. – Marketplace (Tuesday Only)	
	1:30-4:00 p.m. – Workshops – Both Days	
	4:30-6:00 p.m. - Networking Reception (Tuesday Only)	

### Tentative Workshop Topics

- *NASA Initiatives*
- *Marketing Strategies/Subcontracting Opportunities*
- *US Small Business Administration (SBA) Programs*

### Marketplace Participants \*

Prime Contractors / Government Agencies / Departments / Other Large Purchasing /  
Procurement / Assistance Organizations / Etc.

ACS Govt. Solutions Group  
The Aerospace Corp.  
Anteon Corp.  
Alliant Techsystems  
ATK Thiokol Propulsion  
Ball Aerospace  
BBN Technologies

Industrial Tectonics Bearings SBA  
ITT  
Jet Propulsion Laboratory  
John Hopkins Univ. /APL  
Kaiser Electroprecision  
L-3 Communications  
LA County Dept. of Public Works

SBDC  
Senior Aerospace  
Sprint  
Stanford Linear Acc. Ctr.  
State of CA - DGS  
Sverdrup

The Boeing Co.  
CALPTAC  
Caltech  
Canoga Perkins  
Cisco Systems Inc.  
City of Los Angeles  
City of Long Beach  
CMTC  
Community Dev. Commission  
US Air Force  
Pacific Scientific  
Delphi Connecting Systems  
DoT/FAA  
DRS Sensor Systems  
Eastman Kodak Co.  
GE Aircraft Engines  
General Atomics  
General Dynamics  
Goodrich Aerostructures Group  
Hamilton Sundstrand  
Hitco Carbon Composites  
Honeywell

Lawrence Livermore Natl. Lab  
Lockheed Martin  
Mid-Tec/MTAPP  
Modern Technologies Corp.  
NASA  
Natl. Ctr. For American Indian Ent. Dev.  
Network Business Center  
Northrop Grumman  
United Space Alliance  
OCTA  
US Army  
Parsons  
Pasadena City College  
PRC-De Soto Intl.  
Procurement Resource Center  
PTI Technologies Inc.  
Rand Corp.  
Raytheon  
Riverside Community College PAC  
Rockwell Scientific  
SAIC  
San Diego Contracting Ops. Ctr.

Tecom Industries  
Teledyne Brown Engr.  
Thor Inc.  
Titan Systems  
TRW  
UC Irvine  
UCLA  
Unisys Corp.  
OAO Computer Sciences Corp  
DCMA Santa Ana

US Dept. of Commerce  
US Dept. of Labor  
US Dept. of State  
US Dept. of Transp.  
US Dept. Veteran Aff.  
US General Svcs. Adm..  
US Navy  
USC  
Whittaker Controls  
Wyle Laboratories

## REGISTRATION FORM

[    ]    Enclosed is my check, money order, or credit card information for **\$100 per attendee** payable to the "Jet Propulsion Laboratory." I understand purchase orders are not accepted.

Please type or print clearly the following: (*Note: Print Company and Attendee's Name as you would like it to appear on your badge.*)

Attendee's Name: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Credit Card Information (If payment is by credit card, you may fax this form to Martin Ramirez at 818/393-1746)

Charge my:            [    ] American Express            [    ] VISA            [    ] MasterCard

Card #:    \_\_\_\_\_

\_\_\_\_\_ (*American Express requires 4 digit security code found on either front or back of the card*)

Expiration Date:    \_\_\_\_\_ Month            \_\_\_\_\_ Year

Billing Address (if different than above):

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name (as shown on card)

Company Status:

[    ] Small Business            [    ] Certified Small Minority Business

[    ] Small Woman-Owned Business            [    ] HUBZone Small Business

[    ] Veteran-Owned Small Business            [    ] Service Disabled Veteran-Owned Business

**IMPORTANT!** To ensure that your Registration Form and payment reaches our office by **February 19, 2003**, please forward to the address below. (*If this address is not used exactly as printed below, you risk your check getting lost in the general JPL mail and could take months to locate.*)

Jet Propulsion Laboratory  
Business Opportunities Office  
Attn: Martin Ramirez, M/S 190-205  
4800 Oak Grove Drive  
Pasadena, CA 91109-8099